



**STATEMENT OF WORK  
FOR  
Embassy Compound Townhouses,  
Rosinka Residences  
and Near Dacha Chimney Flue Cleaning Project  
8/30/12**

## **1. INTRODUCTION**

1.1. The U.S. Embassy, Moscow needs to perform chimney flue cleaning of 44 Residences located at the Rosinka residential complex, 11 Townhouses located at the Embassy Compound and 1 located at Near Dacha according to this SOW.

## **2. GENERAL REQUIREMENTS**

2.1. The Contractor shall complete all work, including furnishing all labor, material, equipment and services, unless otherwise specified herein, required under this purchase order.

2.2. All work and procedures shall be performed in conformity with the specifications and work requirements herein. All local and US work safety and health norms and standards apply to this contract.

2.3. All specifications and requirements are written in the statement of work and cannot be changed without the approval of the CO.

2.4. The Embassy reserves the right to inspect and test all the work under this contract at any time. If any of the work does not conform to the contract requirements and specifications, the Embassy may require the Contractor to perform the services again at no additional cost to the Embassy.

## **3. PRE-CONSTRUCTION REQUIREMENTS**

3.1. The Embassy shall provide all specifications required for the job performance. The measurements indicated in the SOW are approximate. The exact measurement is to subject to the independent measurements by the contractor.

3.2. The Contracting Officer (CO) may at any time, by written order, make changes in the specifications of this contract and within the general scope thereof. If such changes cause any increase in the amount due under this contract, or in the time required for its performance, the contractor must be modified in writing. No changes in the scope of performance, or changes which result in cost increases, shall be valid without the expressed advance written approval of the Contracting Officer.

3.3. The Contractor(s) shall visit the site at a time designated by the CO and inspect the work area in order to understand the existing conditions and work requirements.

3.4. The Contractor shall submit a work schedule, setting forth date, time, contents of work, personnel and time line to completion in English for approval by the COR.

## **4. SCOPE OF WORK**

4.1. The Contractor shall perform the following services:

4.1.1. In 44 Rosinka townhouses perform Chimney cleaning by using chimney cleaning round brush diameter 200 mm. The length of single flue line is 10-12 linear meters and has 2-4 elbows with 45 degree angle. Top cap attached to the flue with screw. Top cap shall be removed to perform flue cleaning and after job shall be placed back by using existing or new screws. After flue cleaning perform cleaning of back panels of furnace by using soft metal wire brush or similar tool. After completion collect all ash leftovers from furnace and vacuum it.

4.1.2. In 11 NEC townhouses perform Chimney cleaning by using chimney cleaning square brush 200 mm. Each townhouse has two fireplaces on different levels and separate double flue. The length of each out of two:

- 1). 7 linear meters each on Living room level 7m. X 2ea. = 14 L/M ea. 11 townhouses X 14 L/M each = 154 L/M.
- 2). 9 linear meters each on Library level 9m. X 2ea. = 18 L/M ea. 11 townhouses X 18 L/M each = 198 L/M.

Each chimney flues has 4 elbows with 45 degree angle. Top cap attached to the brick base above flue and not has any grill or screen and allow to work without any preparation work. After flue cleaning perform cleaning of back panels of furnace by using soft metal wire brush or similar tool. After completion collect all ash leftovers from furnace and vacuum it.

4.1.3. In Near Dacha perform Chimney cleaning by using chimney cleaning round brush diameter 200 mm. The length of single flue line is 8 linear meters and has 2 elbows with 45 degree angle. Top cap attached to the flue with screw. Top cap shall be removed to perform flue cleaning and after job shall be placed back by using existing or new screws. After flue cleaning perform cleaning of back panels of furnace by using soft metal wire brush or similar tool. After completion collect all ash leftovers from furnace and vacuum it.

4.2. All work, either in progress or in a completed state under this contract, shall be continuously protected by the Contractor against damage, and shall be so secured as to preclude any accident or damage to adjacent property, personnel or residence occupants, until turned over to and accepted by the Embassy. Floors around the work area shall be covered to protect carpet against any damage.

4.3. All electrical connection should be performed according to the National Electrical Code (US) and Local Electrical code (Russia). Contractor must comply with all Electrical safety requirements and coordinate scheduling with the U.S. Embassy, Moscow.

4.4. All work, either in progress or in a completed state under this contract, shall be continuously protected by the Contractor against damage, and shall be so secured as to preclude any accident or damage to adjacent property, personnel or residence occupants, until turned over to and accepted by the Embassy.

4.5. Debris produced from the work shall be removed and disposed of on a daily basis. Contractor shall perform a cleanup of the construction site on a daily basis, including vacuuming the working area on a daily basis. Contractor shall dispose of all trash/debris in construction trash bags and deposit into one of the empty garages as directed by the COR. A trash container shall be provided by the Contractor when the garage is filled to a container volume. Debris disposal shall be done in compliance with the applicable local codes for industrial waste disposal.

4.6. Existing site conditions of Rosinka townhouses:

- The site is located at NW of Moscow 7 km away from MKAD at International Residential Complex 'Rosinka' at following address: Moscow Region, Krasnogorkiy district, Angelovo village.
- Forty Embassy units have the same conditions: Occupied units with fireplace located in the Living room combined with Dining area room surrounded with furniture, book

shelves, TV stands, dining table with dark cherry color surrounded with chairs and few pieces of soft furniture with upholstery of dark colors. Upstairs hallway has a closet with shelving.

- Existing flues are made from 1 mm. stainless steel. Flues are made out of sections with a length not exceeding one meter. The total length of the flues are 10-12 linear meters. Sections are overlapping each other 10cm. Section joints are reinforced by clamps. Flues are located inside of the walls all the way to the roof top except in the attic area which is an open space – when the flue reaches the roof surface it is directed in a wooden shaft up to the top cap.
- Roof are sloped and covered with asphalt shingles.
- The Contractor shall visit the site at a time designated by the Embassy and inspect existing flues in order to understand the existing conditions.

#### 4.7 Existing site conditions of NEC townhouses:

- The site is located at following address: Moscow, Konuyshkovskaya st. #8.
- Eleven Embassy units have the same conditions: Occupied units with two fireplace located in the Living room and Library rooms surrounded with furniture, book shelves, TV stands, dining table with dark cherry color surrounded with chairs and few pieces of soft furniture with upholstery of dark colors.
- Existing flues are made from thick square metal. The total length of two double chimney flue is 32 linear meters. Sections are welded to each other. Section joints are reinforced by rivets. Flues are located inside of the walls all the way to the roof top.
- Roof are flat and covered with asphalt roll material.
- The Contractor shall visit the site at a time designated by the Embassy and inspect existing flues in order to understand the existing conditions.

#### 4.8 Existing site conditions of Near Dacha:

- The site is located at NW of Moscow at following address: Moscow, Tamanskaya st. 107 A.
- Occupied house with fireplace located in the Living room combined with Dining area room surrounded with furniture, book shelves, TV stands, dining table with dark cherry color surrounded with chairs and few pieces of soft furniture with upholstery of dark colors.
- Existing flues are made from 1 mm. stainless steel. Flues are made out of sections with a length not exceeding one meter. The total length of the flue 8 linear meters. Sections are overlapping each other 10cm. Section joints are reinforced by clamps. Flues are located inside of the walls all the way to the roof top
- Roof are sloped and covered with corrugated steel sheets.
- The Contractor shall visit the site at a time designated by the Embassy and inspect existing flues in order to understand the existing conditions.

## 5 CONTRACTOR PERSONNEL

- 5.1 The Contractor shall insure that all personnel employed in the performance of this contract are qualified and possess the necessary licenses required in their respective trades.
- 5.2 The Contractor shall be qualified (with all safety and due diligence training) for high altitude roof work. Their credentials shall prove their qualifications with required licenses, etc.
- 5.3 The Contractor shall provide all the information about the tradesmen needed for the security check.

## 6. MATERIALS

- 6.1. The Contractor shall provide all required for the work materials and tools that are to be approved by the Embassy.

6.2. No Government Furnished Materials will be provided.

## **7. Utility**

Electricity (220 V single phase) is available from the nearest to work area outlets at the Rosinka site. The electricity is provided at no cost to the Contractor during the work period.

## **8. CLEANUP OF WORK SITE**

The contractor shall remove all debris from the site on a daily basis.

## **9. SAFETY**

9.1. The Contractor shall provide employees with and require the use of safety equipment, personal protective equipment and devices necessary to protect the employee.

9.2. The work will be performed in the areas with pedestrian traffic underneath, such as the walkways and backyards. All safety measures including installation of protective barriers etc must be taken by the Contractor during the work.

9.3. The Contractor shall immediately report each accident to the Contracting Officer's Representative.

## **10. DELIVERABLE SCHEDULE**

10.1. No work on site shall be commenced without the CO approval.

10.2. The Contractor shall complete the contract work within 30 calendar days.

10.3. The Contractor will be allowed to work five days a week (Monday-Friday), from 8:00 to 18:00.

## **11. SECURITY CLEARANCES**

The Embassy shall supply any cleared escorts should they be required.

**END OF STATEMENT OF WORK**